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All payments to Baird Associates, Inc. pursuant to Contract No. B-511, including interim and final payments for work performed under which vouchers have been submitted, will be accomplished as follows:

1. The [redacted] officer will certify the original of each voucher in conformance with the terms of the contract.

2. The original of each voucher will be certified by the Project Director, as Approving Officer, and by the Project Comptroller, as Certifying Officer.

3. Government checks will be drawn in the amount of authorized payments, payable to Baird Associates, Inc., and making reference on the face of the check to Contract No. B-511 and to the voucher number(s) for which the check is in payment.

4. Checks will be transmitted to Mr. Francis Chamberlin, Treasurer, or to Dr. Bruce Billings, Vice President, by the project security personnel. Receipts in triplicate will accompany the check and are to be signed by Mr. Chamberlin or Dr. Billings. The receipt will show the date of the check, number of the check, reference to contract number and voucher number(s) for which the check is in payment, and the amount of the payment.

5. Mr. Chamberlin or Dr. Billings will deposit the check to the account of Baird Associates, Inc., using the same procedures as are used for payments received on other Government contracts held by Baird Associates, Inc.

6. Project security personnel will deliver or arrange for delivery of the checks and for signature of the receipts. Project security personnel will arrange for a post office box in the Washington, D. C. area for transmission of Baird Associates, Inc. fiscal and administrative material to project headquarters.

CONCURRENCE:

SIGNED

Security Officer

Comptroller

SIGNED 12/9/55

General Counsel

APPROVED:

RICHARD M. BISSELL, JR.
Special Assistant to the Director
for Planning and Coordination / Project Director

GFK:vd - 11/29/55

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Distribution:
Orig - Master [redacted]
2 - Service "
3 - Finance Officer ✓
4 - Security
5 - Chrono
6 - Reading

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